

OPEN MEETING MINUTES

Instructions: [F-01922A](#)

Name of Governmental Body: Emergency Medical Services Board			Attending: Jerry Biggart, Gregory West, Gary Weiss, Steven Zils, Carrie Meier, Michael Kim, Michael Clark, Don Kimlicka, Dustin Ridings, Suzanne Martens, Jeff Phillips, Helen Pullen, and Sandy Ryce
Date: 2/7/2018	Time Started: 9:00 AM	Time Ended: 2:00 PM	
Location: Madison Marriott West, 1313 John Q Hammons Dr, Middleton, WI 53562			Presiding Officer: Jerry Biggart

Minutes

Meeting was called to order at 9:03 AM

d. Transportation

Bullet point 1- Jerry indicated that there are questions pertaining to critical care. This can be discussed at the Systems Management committee. Will need to include discussions with WEMSA, air, etc. A workgroup will work on this subject. Jerry will send the names of the members for this workgroup to Dr. Clark. A meeting for this can be held in April. Send any data requests to Jeff Phillips and this information can be gathered to discuss at the meeting.

Bullet point 2- This is covered under DHS 110.35 (2) (e) 6. Jeff will look at the data evidence to improve this.

Bullet point 3- Trans 309 will not have many revisions at this point. As DHS hears more, will update the Board with this information.

Bullet point 4- This will be worked on at DHS.

Bullet point 5- Once the open regional coordinator is filled, this will be worked on.

Bullet point 6- There are some things being retooled in the E-Licensing system. Paul at the DOT will use E-Licensing to upload ambulance inspections into the service account. There is also an application for the operational plan components to be added to E-Licensing. Steve Zils will gather some information for the June meeting regarding lights and sirens and other transportation information.

Bullet point 7- This is being worked on at DHS.

e. Facilities

Bullet point 1- This was already discussed.

Bullet point 2- This can be reviewed by PAC and the Board to show guidelines regarding this topic. One example to include would be to continue to the hospital if it is faster than a paramedic intercept.

Bullet point 3- This could be included in the ALS and ground intercepts guidelines. Jerry asked for anyone at the meeting to send sample guidelines.

Bullet point 4- Need to gather information on this for stroke, STEMI capabilities, trauma, etc. Brian Litza mentioned that this was a NIHTSA recommendation to have a state comprehensive list of all services. A regional list would be useful for identifying hospitals with special designations. Jeff indicated that working with the HERC's and RTAC's at a regional level will assist with capturing this data. Gary Weiss mentioned that WITrac could be a useful tool for this.

Bullet point 5- This can be accomplished by working with the HERC's and RTAC's.

Bullet point 6- Discussed a triage system that is MUC compliant. Gary Weiss mentioned having a standard triage tag for Wisconsin will ensure all services have the same knowledge in the event of a mass casualty incident occur. Steve Zils brought up the point that having a numbering system set up that would ensure the tracking is unique.

Bullet point 7- This was discussed previously.

f. Communication

Bullet point 1- This is covered under FirstNet. A point was brought up that this could take up to 5 years for this to be fully implemented including voice. Right now it is mostly for data. Discussed that WISCOM would need a patch to facilitate communication. Jeff will discuss this with Paul Wittkamp to ensure the training and functionality of WISCOM. Need to start with WISCOM functioning at hospitals first, then work with EMS.

Bullet point 2- Once the dispatch assisted CPR has been implemented, we can move forward on additional things. Jeff mentioned that there may be some funding available for training that is in the works. A suggestion was made to contact the 911 committee that was formed through the Dept. of Military Affairs to work with the dispatch training.

Bullet point 3- This is done every year by DHS.

Bullet point 4- This is being done.

Bullet point 5- This can be looked into.

Bullet point 6- This is being worked on.

g. Public Information & Education

Bullet point 1- DHS has partnered with DOT and the Pyle center to facilitate this. Carrie requested a one page data sheet with information. Carrie will send Jeff the specific data points she is looking for.

Bullet point 2- The website is updated with useful information.

Bullet point 3- Carrie asked to have a data sheet available that is updated with current information.

Bullet point 4- Chuck is working on this with the DOT.

Bullet point 5- This is being worked on at DHS. Service and medical directors courses are offered throughout the state to facilitate this.

Bullet point 6- Carrie will email Helen information about the website that she would like updated.

Bullet point 7- A new application is being created in E-Licensing to meet the benchmarks for this.

Bullet point 8- The DHS facebook and twitter pages are being utilized to communicate.

h. Medical Direction

Bullet point 1- This is being worked on with E-Licensing to connect with the Dept. of Safety and Professional Services system to update RN and MD licenses.

Bullet point 2- A suggestion was made to include in the RFA that the Medical Director be an emergency Dr. Jeff asked that any updates be sent to him directly to update the RFA.

Bullet point 3- Currently the state medical director attends the RTAC, HERC, and EMS board meetings. Will continue with regional attendance. Meetings can be attended via skype for remote attendance.

Bullet point 4- Dr. Martens has started on a list of points that medical directors need. Dr. Martens asked for information on the new medical director changes. She will work with the onboarding/offboarding process.

Bullet point 5- This was discussed already.

Bullet point 6- This is to ensure that all of the medical directors are receiving communications that the service directors receive. This is already happening.

Bullet point 7- This is being worked on with the Medical Director and PAC to develop this through WiTrain. Steve Zils asked that the course be created in two separate modules. One module showing things specific to a Wisconsin medical director.

Bullet point 8- This is being done at each of the board meetings with EMS for Children.

Bullet point 9- This is being worked on.

Bullet point 10- This was already discussed.

Bullet point 11- This was already discussed.

Bullet point 12- This could be incorporated into the WARDS Elite trainings that will be held.

i. Trauma Systems

Bullet point 1- This was discussed already. Dr. Martens asked about doing a survey to obtain current data on this.

Bullet point 2- This is being done.

Bullet point 3- This was discussed already about gathering data through WARDS. The WARDS reporting requirements are in DHS administrative rule 110.34(8). If a trauma coordinator is having problems with an agency not receiving reports, contact Chuck Happel. Carrie will work on this issue with the System and Data Management committee.

Bullet point 4- This is being worked on internally at DPH.

j. Evaluation

Bullet point 1- This was discussed already.

Bullet point 2- We will focus on targeted issues.

Bullet point 3- This was discussed already.

Bullet point 4- This was discussed already.

Bullet point 5- This was discussed already.

Bullet point 6- DHS just received a grant to provide these trainings.

Bullet point 7- This will be worked on with the Systems and Data Management committee.

Bullet point 8- Dr. Colella has presented this information. This will be edited more and will be looked at when the April meeting is held.

Bullet point 9- Community EMS should work with this. The patient at risk program was working on this issue for about 8 years. Dr. Kim mentioned that due to funding cuts, the program is no longer in use. This will be added to the EMS for Children committee for discussion.

k. Preparedness for Large Scale Events

Bullet point 1- Working on this through the HERC meetings.

Bullet point 2- This has been worked on and communications would be sent.

Bullet point 3- This has been worked on.

Bullet point 4- Continue discussions for patient tracking.

Bullet point 5- Exercises are being worked on to address this issue. Patient tracking needs to play a part in this too. A question was raised if the patient tracking triage tags could be billed for to the patient.

Bullet point 6- This has been worked on through meetings with the various committees.

Bullet point 7- This has been done through meetings.

Bullet point 8- This was discussed already.

Bullet point 9- This is being worked on through exercises.

Bullet point 10- This is being worked on.

Dr. Kim asked to include pediatric and special needs patients. May need to include the EMSC committee rep to attend meetings. Dr. Kim will appoint someone to this.

7. Review Existing Standing EMS Board Standing & Sub-Committees & Open Items to Remain on Future Agenda(s) (Biggart)

Jerry asked the committees to be sure that when agenda items are drafted, they align with the state plan and reference it back to the section it pertains to in the plan. Chairs for the committees are below.

a. System Quality & Data Carrie Meier- will move to Wednesday for the April Board meeting.

b. EMS Education & Training Greg West- will move this to the Wednesday for the April Board meeting.

c. System Management & Development Dr. Michael Clark- asked to have a schedule of 1:00-3:00 to discuss scope of practice.

d. Physician's Advisory Committee Dr. Steven Zils- will let Jerry know if 4 hours will be needed for the committee. Would like to have the last slot in the day.

e. Community EMS Jerry Biggart

f. Combating Narcotic & Opioid Crisis Jerry Biggart

g. Emergency Responder Wellness Dustin Ridings

8. Modify Future EMS Board Agenda Order of Business, if desired by majority vote (Biggart)

Jerry asked that agendas are drafted to ensure the agenda can be worked through and enough time spent on high priority items.

9. Modify EMS Board Operating Guidelines, if desired by majority vote (Biggart)

Jerry discussed the standard operating guidelines. Jerry would like the phrase that "lodging is provided at the meeting site". This needs to be updated to lodging will be provided.

The chair position of the EMS board will be on a one year basis.

Elections will be held in June. The subcommittee chairs are appointed by the chair of the EMS board. Will keep the chairs of the subcommittees on a two year basis.

Will continue to follow Robert's rules of order.

The office will record meeting minutes for all regularly scheduled meetings. Any other committee meetings need to record their own minutes. Meeting minutes need to be sent to Sandy for posting.

A suggestion was made to include the EMS Advisory Board committee organization chart in the standard operating guidelines.

Discussed who is allowed to attend closed session meetings of the EMS board. Only members of the EMS board are allowed to be at the closed session. Jeff will consult with Jenny in legal about who may be in attendance. Need to figure out if non-voting members are allowed to attend.

10. Wisconsin EMS Office Report to EMS Board (Jeff Phillips, and/or Designee)

a. Recruiting of EMS Director- The position for the EMS State Director has been posted. The interviews should be completed by the end of February. Anticipate having the position filled at the beginning of March. Encouraged the Board to communicate about the new opening. The Regional Coordinator (4 & 5) position has been posted. This position is projected to be filled by the end of March or beginning of April.

b. Review waiver request- A waiver request was passed around for review for Lakeview Medical Center Ambulance. The request was to go to one paramedic service. Discussion followed. Administrative rule may need to be revisited to determine if adjustments need to be made.

Motion by Steve Zils, second by Michael Clark to approve the waiver for one year time frame until March 31, 2019. Motion carried unanimously.

Jeff asked the Board to send a recommendation for administrative rule to be opened and reviewed. This will be added to the next agenda.

Jeff asked the board members if they would like to make their own room reservations. Sandy will send out an email to the board members with the deadline to reserve their room under the room block. The board members will pay for the room and submit the expense at the state rate. Any no show expenses are the responsibility of the board member.

Jeff asked if the board members would like to continue to have the buffet lunch on the second day of the meeting. It was decided to keep the buffet lunch on the Wednesday of the meeting. Only members of the board and EMS staff are allowed to have the lunch.

Reimbursements for mileage are from home to the meeting location and back.

Jeff brought up that the reimbursement expenses are for the board members, not subcommittees. A concern was raised that the PAC is in the state statute. Jeff will look into this further.

Jeff supplied a handout with the EMS Advisory Board committee organization chart that gives information on the hierarchy of the committees. The PAC would report to Dr. Martens and she reports to Jeff.

11. Provide April Meeting Time & Location (Biggart)- The next meeting is April 17 & 18, 2018 at the Great Wolf Lodge in the Wisconsin Dells.

12. Discuss and develop future new business (Biggart)- Subcommittee agenda items need to be sent to Jerry by March 26, 2018 for the April meetings.

Motion by Gary Weiss, second by Dustin Ridings to adjourn. Motion carried unanimously. Meeting was adjourned at 2:00 PM.

Prepared by: Sandy Ryce on 2/13/2018.

These minutes are in draft form. They will be presented for approval by the governmental body on: 4/17/2018